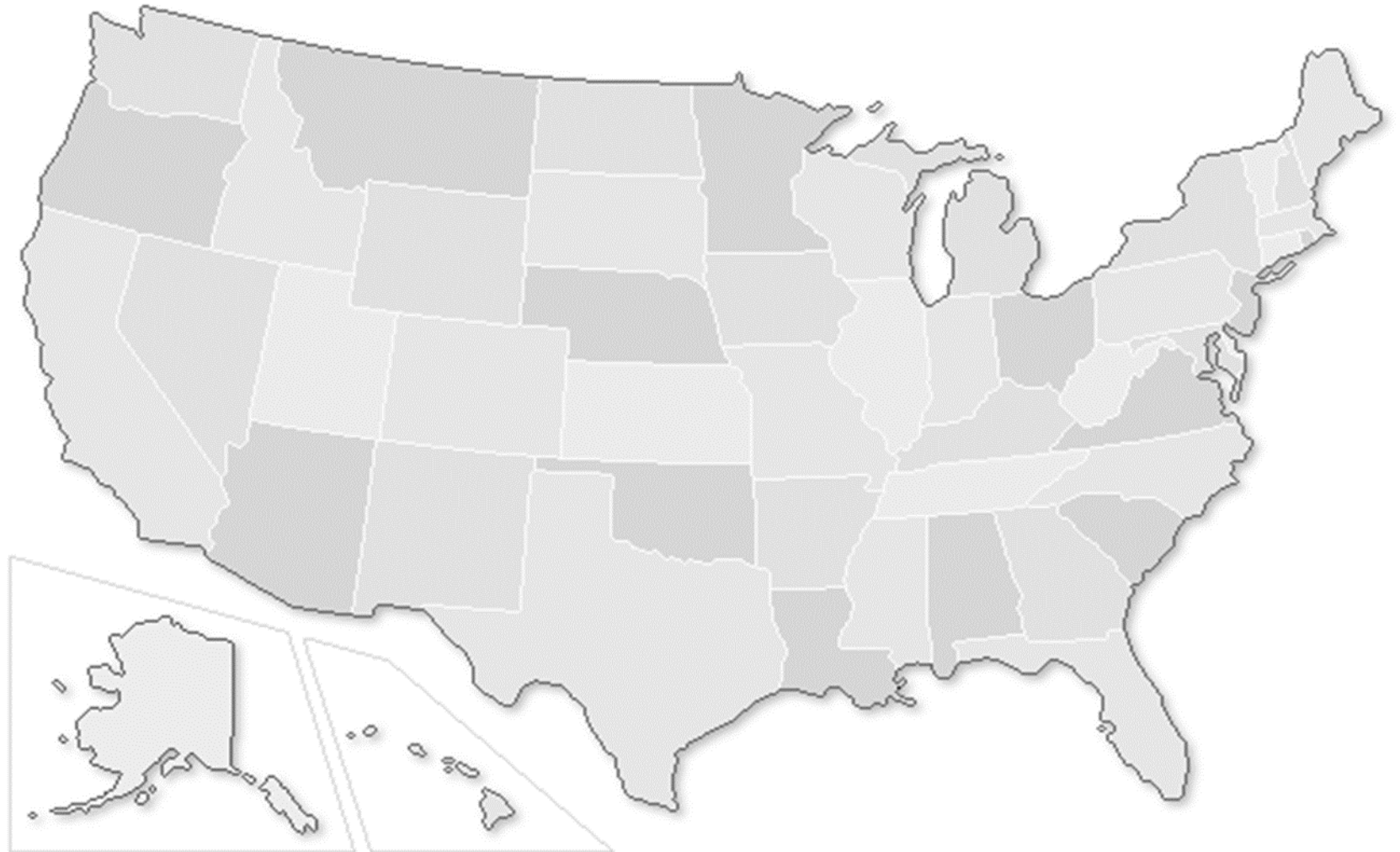


Tell Us Where You Are



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Strategic Partnerships: Implementing Partnerships



August 5, 2020



Facilitators



Jenn Conner
Lead Education Specialist



Yana List
Education Specialist



Chat Facilitators



Dave McConnell
Lead Training Specialist



Andrew Francis
Education Specialist




Using Zoom


raise hand


yes


no


go slower


go faster


more




Mute


Stop Video


Invite


Participants


Share

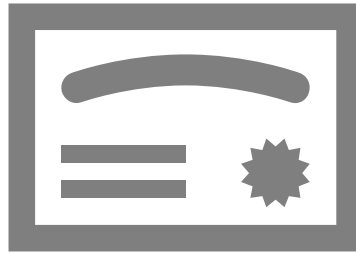

Chat


Record

Leave Meeting



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The Series

Needs-Based Community Mapping

Building Your Network

Implementing Partnerships

Train and Maintain

1 p.m. ET



Objectives

- Write a "memorandum of understanding"
- Identify strengths and characteristics of different partnership levels
- Identify Y4Y resources and tools to support strategic partnerships





Memorandum of Understanding (MOU)

Agreement that formalizes the partnership.

How partners will work together to achieve a common goal.

Agreement to same partnership structure.



Do you have memoranda of understanding with any of your current partners?



yes



no



Guest Interview

Jane Beck
Executive Director
Project GRAD Kenai Peninsula



Writing MOUs: What Should You Know?

- Does your organization have existing policies and procedures around agreements and contracts?
- Is there a standard template for MOUs?
- Does the MOU need to be reviewed or approved by anyone in your organization?
- Is there someone in your organization who must develop the MOU expectations?



Memorandum of Understanding



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1

Developing an Effective Memorandum of Understanding

A memorandum of understanding, or MOU, is a document created between two or more parties explaining how they will work together to achieve a common goal. While MOU's vary in complexity and use, the purpose is to help organizations work together and understand one another's perspectives. Most MOU's include four key components: an introduction, a purpose statement, defined roles and responsibilities, and the terms of the agreement. Several guides and examples are provided in this document, including:

Introduction

Memorandum of Understanding Between My Community Organization and Jones River School District

The Jones River School District, hereinafter referred to as JRSD, and the My Community Organization, hereinafter referred to as MCO, enter into this Memorandum of Understanding (MOU) for the express purpose of implementing the Clarion Afterschool program. It is understood by and between the parties that the implementation of this MOU is contingent upon continued funding received by JRSD from the State Department of Education.

ership, project or event.



Five Elements of an MOU

Purpose

Explains the

I. Purpose
The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Clarion Afterschool program, and to set forth the operative conditions that will govern this important partnership.

...fulfilling goals.



Five Elements of an MOU

Roles and Responsibilities

B. JRSD agrees to the following:

1. Provide space and general operational supplies for services, access to needed school facilities,
2. Work collaboratively with MCO to program
3. Develop common confidentiality guidelines for the MCO to the extent permitted by the Institutions Code governing client confidentiality
4. Set meeting and training schedules.
5. Maintain coordination of other agency
6. Provide the needed student assessment
7. Provide staff person to provide support
8. Provide site coordinator 4-6 hours each

A. MCO will:

1. Provide up to six recreation leaders for a minimum of 3.5 hours a day @ \$11/hour X 189 days to provide recreational and enrichment program activities that emphasize positive youth development, life skills, and pro-social behaviors.
2. Provide one part-time recreation coordinator for approximately 4 hours per day, 5 days per week for a minimum of 189 days. The recreation coordinator will be responsible for coordinating all hiring, training and ongoing professional development, and for providing leadership for all recreation leaders hired by MCO and employed in the Clarion Afterschool Program, as described in the recreation coordinator job description. Reimbursement for the recreation coordinator will be calculated at \$1,500 per program served by MCO.
3. Provide supervision of the personnel employed under this agreement. All terms of employment and discharging, including hours, wages, working conditions, discipline, hiring and discharging, or any other terms of employment or requirements of law, shall be made by the MCO, and JRSD shall have no right or authority over such persons or the terms of such employment. However, JRSD will have input on the selection of the staff hired for this project.
4. Deliver services as an afterschool program from 3:45 p.m. to 7 p.m. on designated days of operation.



Five Elements of an MOU

Oversight and Terms of Agreement

III. Terms

The term of this Memorandum of Understanding shall commence no earlier than January 1, 2011, and continue through June 30, 2012. This MOU may be reviewed by both parties annually. Existing labor contracts will be honored in the execution of services. The intent is not to supplant work that would belong to a bargaining unit member.

This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior Agreement, oral or written, and all other communications between the parties relating to such subject matter.

IV. Termination Clause

This Memorandum of Understanding may be terminated by either party in sixty (60) days of giving written notice of intention to terminate the agreement.

V. Amendments

Amendments to this MOU may be made with the mutual written agreement of both parties.



Five Elements of an MOU

Signature and Date

Lead

II. APPROVALS

Thomas Earl, Supervisor
My Community Organization

Date

Approved as to

form:

Elise Grant, Program Manager Jones
River School District

Date

Sharon Maples, Superintendent
Jones River School District

Date

Gregory Nelson Assistant
General Counsel

Date



Five Elements of an MOU



This agreement formalizes the partnership between St. John's Foodbank and the 21st Century Community Learning Centers program to promote healthy eating and food access in our community.



The Workforce Development Board will provide volunteers for three hours a month, to lead adult education programs for resume writing and interview tips.

The 21st Century Community Learning Centers program will provide the space and will market events to the community.



The relationship between the tutoring center and the 21st Century Community Learning Centers program will be terminated if the tutoring center does not provide high-quality tutoring or if the 21st CCLC program does not pay for services, without a waiting period.

The partnership may be terminated for any reason with 60 days' written notice.



MOU Template



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1

Memorandum of Understanding Template

A memorandum of understanding or MOU is a document created between two or more parties explaining how they will work together to achieve a common goal. While MOU's vary in complexity and use, the purpose is to help organizations work together and understand one another's perspectives.

The outline highlights the key components of an MOU.

Section 1 – Introduction

- This section describes the need, the organizations involved, and why these organizations need to work together. Questions to consider in this section include:

Writing a MOU

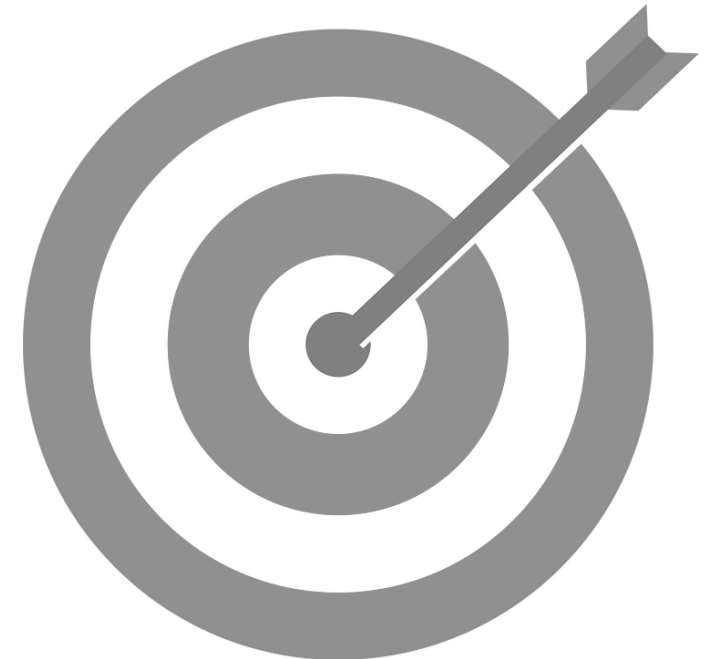


Andrew



MOUs

Does this MOU set the partnership up for success?





The Workforce Development Board and 21st Century Community Learning Center Program will work together to increase employment and professional advancement rates for program families.



yes



no



Continuum of Engagement

Networking Coordinating Cooperating Collaborating Integrating



Continuum of Engagement



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1

Partnership Continuum

A partnership continuum describes the level of engagement you have with a partner. Some partnerships are short term or have small overlaps in goals, while other partnerships engage quite deeply. Where your partnerships fall will depend on commitments, degree of change required, risk involved, the self-sufficiency of each party, power, trust and willingness to share. This continuum has five levels: networking, coordinating, collaborating, cooperating and integrating.



40% of students and families struggle with food insecurity.

Chosen partner: local food bank





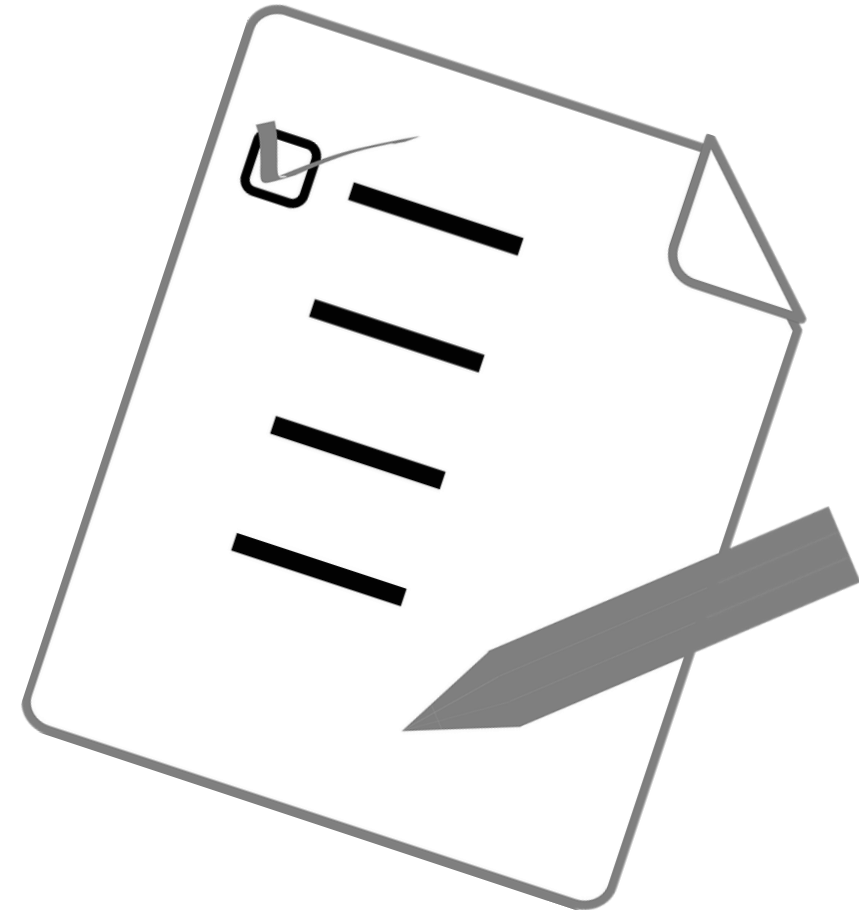
The Unexpected





Oversight and Terms

- Establish assessment terms from the outset
- Utilize objective or standard assessment tools
- Plan for the unexpected





Evaluate Partnerships



You for Youth | Strategic Partnerships

1

Partnership Rubric

What Is a Rubric?

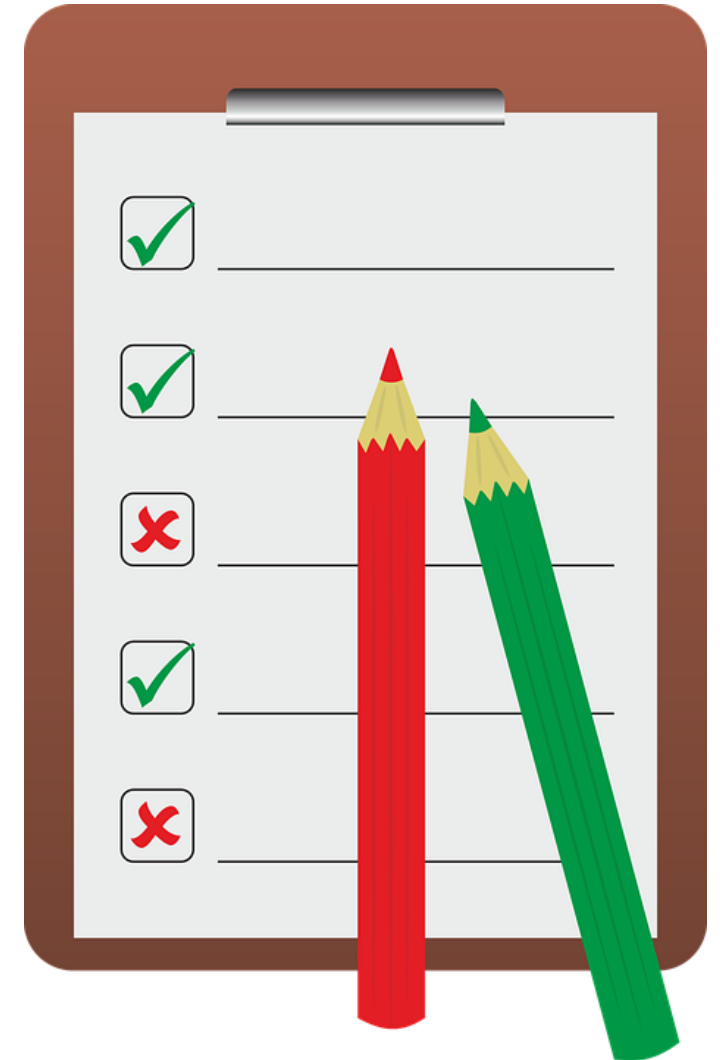
A rubric is a scoring tool that lists criteria for varying levels of performance on a task or program characteristic where an objective rating method is desired.

The following sample rubric is from the Partnership for Reform in Science and Math (PRISM) initiative. The rubric has four levels: Beginning, Emerging, Developing and Accomplished. Each indicator strand has a brief written description of the different levels of performance based on performance criteria. Raters should use these descriptions to determine the level of accomplishment on each indicator. A rating at any level except “Accomplished” can be used to guide improvement.



Termination Clause

- Establish terms
- Gather evidence
- Provide formal/written notice



Terminating a Partnership



Have you ever terminated a partnership?

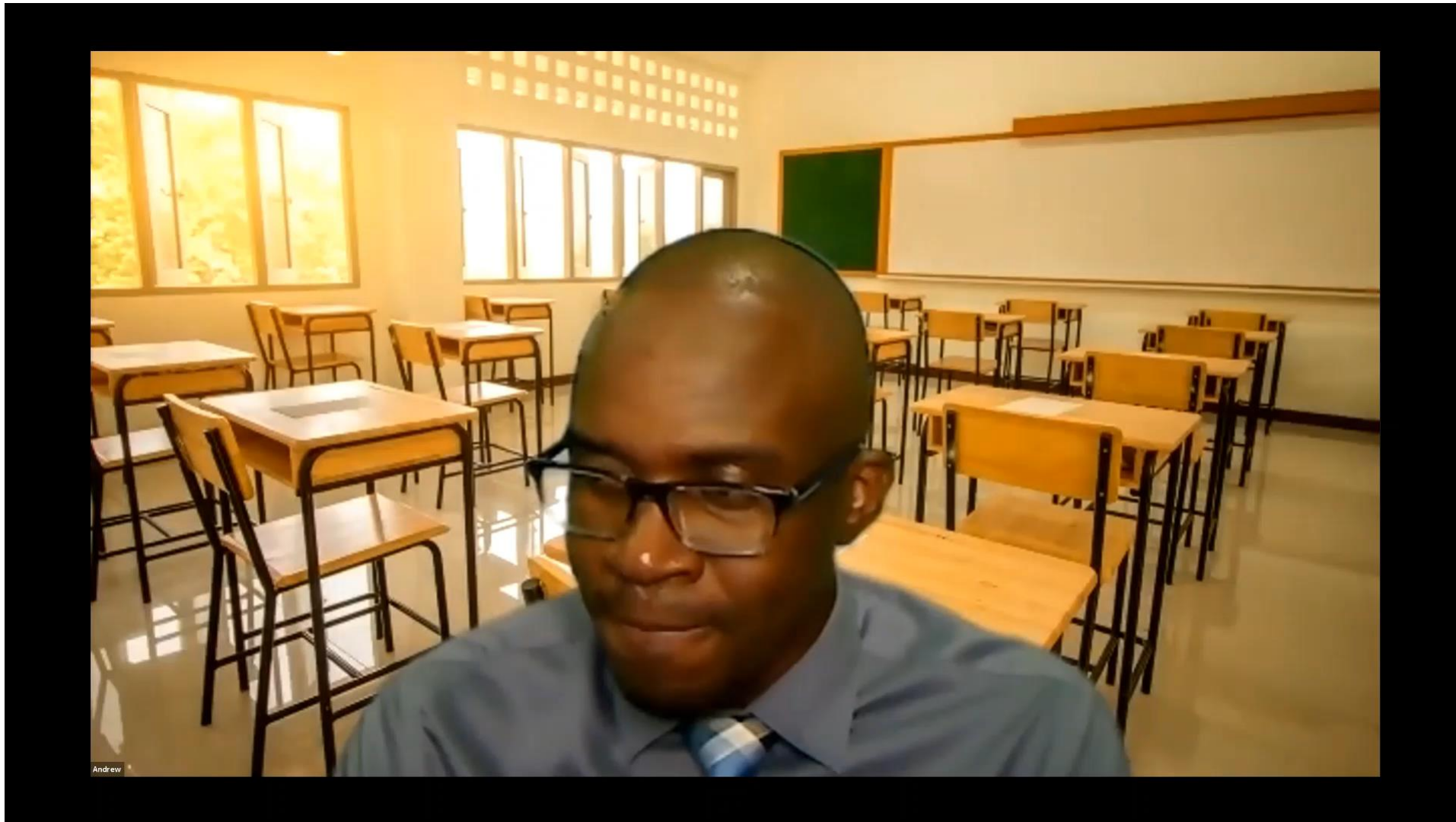


yes



no

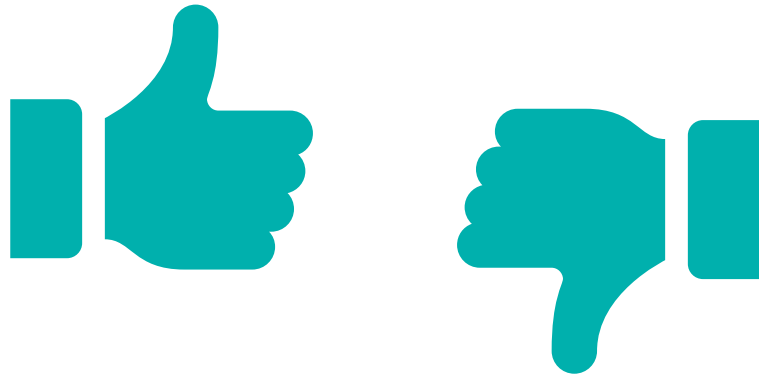
Terminating a Partnership



Are You Ready?



Has your comfort with writing MOUs, that will support and sustain partnerships increased?





Special Guests



Julie Wild-Curry

Director, 21st CCLC Program
Fairbanks North Star Borough School District
Statewide 21st CCLC Mentor



Marcy Richards

Manager/Director, 21st CCLC Program
Anchorage School District



Q & A





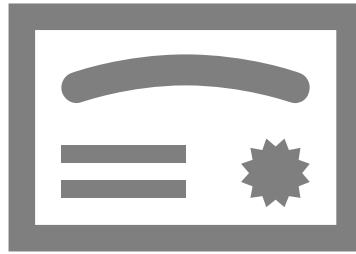
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to **22828** to get started.



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